DOCUMENT RESUME

ED 476 517 CE 084 983

AUTHOR	Jacobsen, Yola
TITLE	Making the Jump: 'We Can Do a Good Job'. A Pack for Adults with Learning Difficulties Who Want To Work.
INSTITUTION	National Inst. of Adult Continuing Education, Leicester (England).
ISBN	ISBN-1-86201-144-3
PUB DATE	2002-06-00
NOTE	109p.; For the other part of the set, see CE 084 982. Funded by the Department of Health and Mencap. The text is also read aloud on an audio CD which is not available from ERIC.
AVAILABLE FROM	National Institute of Adult Continuing Education, Renaissance House, 20 Princess Road West, Leicester LE1 6TP, United Kingdom, Web site: http://www.niace.org.uk (15 British pounds; 60 British pounds in a set with CE 084 982).
PUB TYPE	Guides - Classroom - Learner (051)
EDRS PRICE	EDRS Price MF01 Plus Postage. PC Not Available from EDRS
DESCRIPTORS	Adult Education; Adult Learning; Adult Programs; *Adult Students; Annotated Bibliographies; Career Counseling; Career Development; *Career Education; Colleges; Definitions; *Education Work Relationship; *Employment Opportunities; Employment Practices; *Employment Services; Fringe Benefits; Glossaries; Guidelines; Guides; Job Performance; Job Search Methods; *Learning Disabilities; Postsecondary Education; Public Agencies; Self Employment; Supported Employment; Tenure; Unions; Voluntary Agencies; Volunteers
IDENTIFIERS	*United Kingdom; Work Based Learning

ABSTRACT

This document uses clear language and pictures to help adults with learning disabilities learn how other adults with learning difficulties have made the jump from courses and training into jobs and kept working. The following are among the topics discussed in Sections 1 through 9: (1) the objectives and activities of the Making the Jump project that produced this guide; (2) choosing the right course/college; (3) choosing the right type of work; (4) getting support (the Connexions Service; colleges; voluntary organizations; supported employment organizations; advocacy groups; the Job Centre; work-based training; other options; partnership boards; work and benefits); (5) paid work (possible working hours; consequences of being late; lunches and tea breaks; holidays; sick time; payment methods; taxes; the national minimum wage; pensions; trade unions); (6) voluntary work (types of voluntary work; reasons for volunteering; benefits and drawbacks of voluntary work; sources of information about places to volunteer); (7) self-employment (pros and cons of self-employment); (8) pros and cons of cooperatives and community businesses; and (9) changing jobs. Section 10 defines 41 terms, and Section 11 lists and briefly describes 13 books and organizations. Each section ends with questions to help readers think about the different issues raised. (MN)

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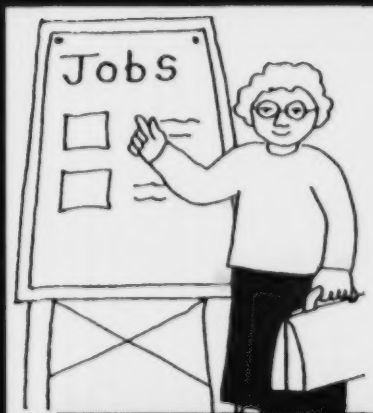

'We can do a good job'

A pack for adults with learning difficulties who want to work

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Yola Jacobsen

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A pack for adults with learning difficulties who want to work

Yola Jacobsen

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Published by the National Institute of Adult Continuing Education
(England and Wales)

21 De Montfort Street
Leicester
LE1 7GE

Company registration no. 2603322
Charity registration no. 1002775

First published 2002

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You can find NIACE online at www.niace.org.uk

Cataloguing in Publication Data
A CIP record of this title is available from the British Library

ISBN 1 86201 144 3

Artwork by Sally Baker
Designed and typeset by Boldface, London
Printed and bound in the UK by Aspect Print

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Thank you

NIACE would like to say thank you to the following people and organisations that helped with this pack:

The Department of Health, who funded the project research and the development of these materials through a grant from Section 64.

Mencap, for their financial support in the production of '*We can do a good job*', the learners' pack.

The people and organisations we visited and those who sent information to us.

Sally Baker, who did the drawings for the pack.

Andrew Bright, Self-advocate and Consultant.

CHANGE, for the use of the CHANGE Picture Bank.

Thank you

Community Living.

Greg Everatt, Project Consultant, January–June 2001.

Peter Lavender, NIACE.

Brian McGinnis, Specialist Adviser, Mencap.

Norfolk People First

Ken Simons, Senior Research Fellow, Norah Fry Research Centre.

The project steering group, for their support and advice:

Paul Adeline, CHANGE.

Steve Beyer, Welsh Centre for Learning Disabilities.

Deborah Cooper (Chair), Milton Keynes Council and member of NIACE Executive Commitee.

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Thank you

David Ellis, the Department of Health.

Sally Faraday, the Learning and Skills Development Agency.

Margaret Kingsford, Hopwood Hall College.

John Lawton, Mencap.

Lesley Lewis, Bolton Community College.

Liz Maudslay, Skill (the National Bureau for Students With Disabilities).

Jeannie Sutcliffe, NIACE.

Special thanks to Liz Maudslay for her help with writing the publications; Greg Everatt for his work on the project; and Anne Agius for her secretarial support.

Part 1
Introduction

Introduction

This pack is for people with learning difficulties who think they might want to get paid work. The ideas in it come from the Making the Jump – transition to work project, funded by the Department of Health and carried out by NIACE, the national adult learning organisation.

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What is the project about?

The Making the Jump project is about how people with learning difficulties can be supported so that they move on from courses and training for work to actually getting a job.

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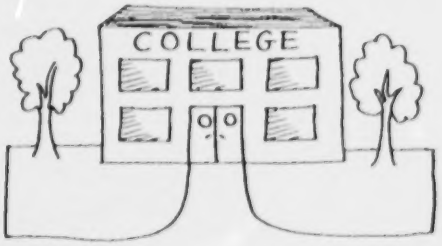
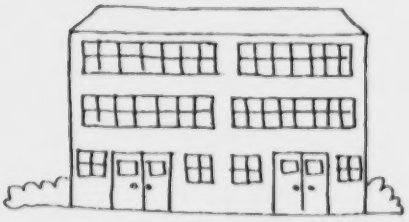
What did the project do?

During the project the NIACE project workers visited colleges, adult education centres, supported-employment organisations and self-advocacy organisations. They spoke to staff and people with learning difficulties about making the jump from learning about work to getting a job. Their comments and ideas have been used in this pack.





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Why do people with learning difficulties want to work?

Many people with learning difficulties want to work. Their reasons for doing this are the same as everyone else's reasons – to earn some money and to have a more interesting life.

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Introduction

Some of the students interviewed during the project said, they wanted to work so they could:

- ***'earn some money'***
- ***'have something to get up for in the morning'***
- ***'get out of the monotony'***
- ***'get to know people'***
- ***'be independent'.***

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Introduction

This pack tries to give you some ideas on how to think about what might be the best work for you and how to look for the right course to support you in finding that work.

The pack contains sections on:

- Choosing the right course/college

- Choosing the right sort of work

- Getting support

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Introduction

- **Benefits**

- **Paid work**

- **Voluntary work**

- **Self-employed work**

- **Co-operatives and community businesses**

- **Moving from one job to another.**

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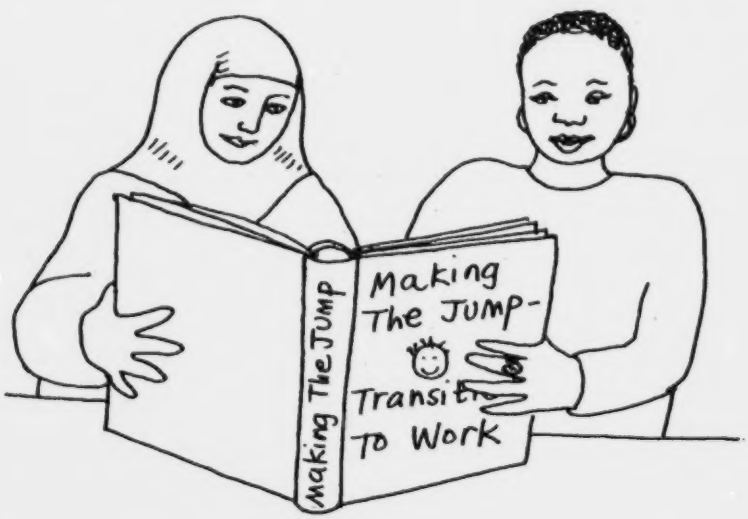
The pack can either be read through to the end or, if a particular section interests you, then you might want to go straight to that section. It might be helpful to go through the pack with someone else. This might be a member of your family or a support worker or friend. If you are a member of a self-advocacy group, like People First, your whole group might want to discuss the ideas in the pack.



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Introduction

There is also a pack for staff, *Making the Jump: Transition to Work,* that is part of the Making the Jump project. The pack is about how staff can support people with learning difficulties to 'make the jump' from learning about work to getting a job.

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Who is the pack for?

This pack is for people with learning difficulties who want to work. You may be:

- already on a training course at a college, adult education centre or day centre;
- thinking about going to college to do a course or get a job;
- working, but want to do more training to get a different or better job.

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Part 2

Choosing the right course/college

Choosing the right course/college

There are many different types of college courses. Some of them are just for people with learning difficulties. Other college courses are open to everyone whether or not they have learning difficulties. Some students with learning difficulties do not want to be on a course just for people with learning difficulties.

'I wanted to be in a mixture of people.'

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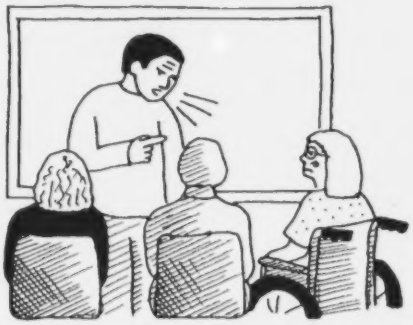
However, some more general courses do not give students with learning difficulties the extra support they might need.

'The tutors didn't treat me very well because of my learning difficulties.'



Sometimes a course specially designed for people with learning difficulties can be a useful first step because it gives extra support.

'It was good to come here to get the help and support.'

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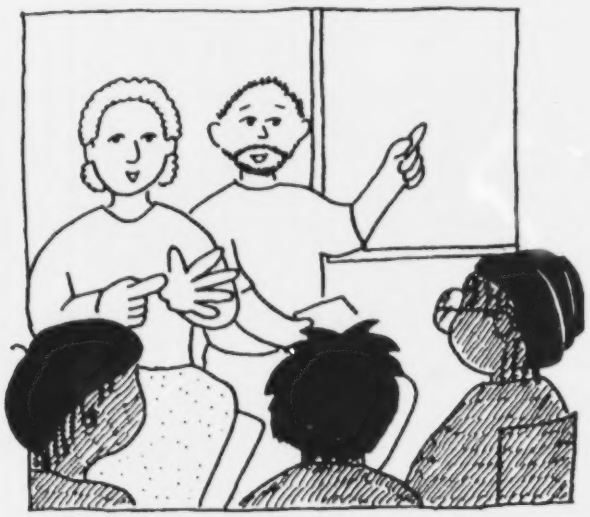
Choosing the right course/college



Some courses help students learn the skills they need to work. Others are more general life skills courses where students do lots of different activities, which may not always be about getting work. Life skills courses may be a useful first step. They can give you the confidence and skills to move on to another course which looks at learning about how to get work. However, some students feel that these courses are only repeating what they did at school.

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Choosing the right course/college

There is a danger that students with learning difficulties can go on and on doing courses like this that never actually lead on to work.

Other colleges have courses that focus much more on giving students the skills they need to get work. They have links with employers and arrange work experience when students can try out working for a short period of time.

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Choosing the right course/college

'I was at a residential college in Birmingham and they helped us practice applying for jobs and doing mock interviews. They gave us advice about where to go for help.'

'College was good, they set up work experience.'

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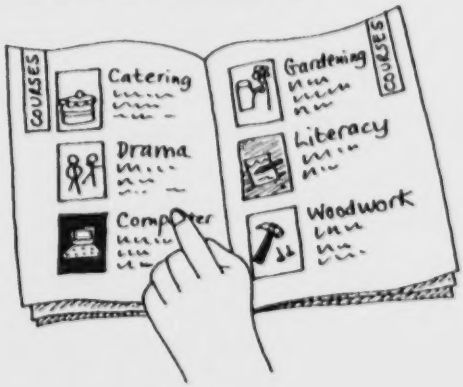
Choosing the right course/college

Some of the things you need to think about when choosing a course are:

Do you want a course just for people with learning difficulties or a course that is open to everyone?



Do you want a course that is set up to help you find work, or would you rather go on a more general life skills course first?

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Choosing the right course/college

Some of the things you need to ask the college, or someone can ask for you, are:

Is this a course for people with learning difficulties or for everyone?

If it is not just for people with learning difficulties could I receive extra support if I needed it?

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Does the college have a person whose job it is to support people with learning difficulties?

Is this course set up to help people gain the skills for work, or is it a life skills course?

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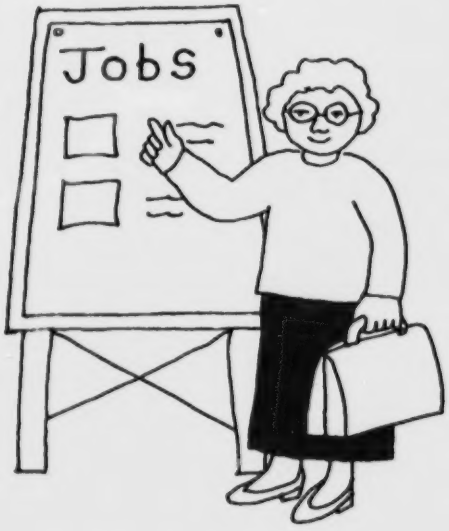
Choosing the right course/college

Would I be able to go on work experience?



Do you have links with employers to help me find a job?

How many people last year got jobs?

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Part 3

Choosing the right sort of work

Choosing the right sort of work

Some of us have dreams of what we would most like to do.

'My dream is to own a motorbike and race it.'

Sometimes our families have dreams of what they would like us to do although sometimes we know that those are not the best thing for us.

'My mum wanted me to fly aeroplanes but I told her I'm scared of heights.'

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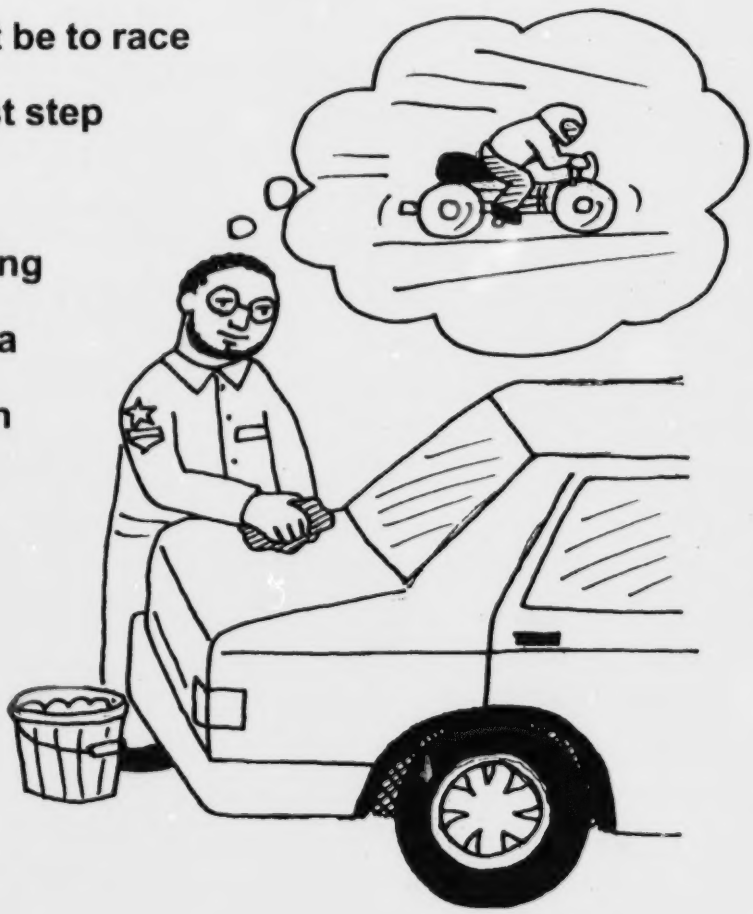
Sometimes you have to start quite a long way away from your dreams. For example:

- Your dream might be to race motorbikes. A first step might be work experience washing cars and bikes in a garage so you can find out if you really like being around cars and bikes all day long.



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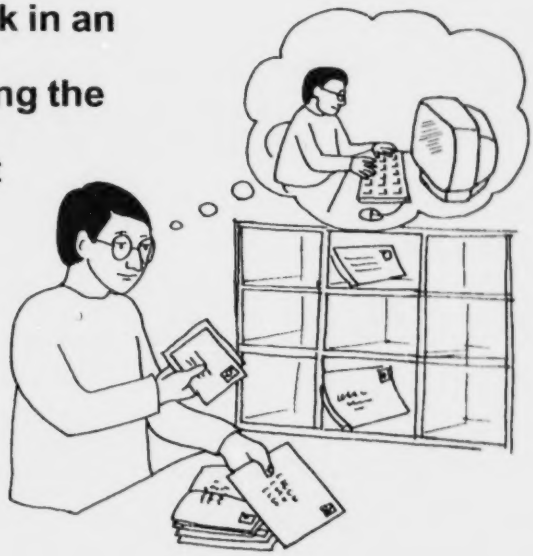
Choosing the right sort of work

- Your dream might be to work in an office because you love using the computer. A first step might be doing general office work like sorting post or filing to get used to being in an office.



- Your dream might be to be a waitress. A first step might be working in a cafe clearing tables and washing up.

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Other people will not have any really clear idea about what they want to do; they just know they want to work. These are some of the things you need to ask when thinking about what sort of work you might want to do. You might want to talk through these questions with someone you know, like a Support Worker or a Guidance Worker.

What sorts of things do you like doing?

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Choosing the right sort of work

What are you good at and what do you find more difficult?

Are you quite strong and do you enjoy physical work, or would you rather do something where you could sit down a lot of the time?

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Do you like working indoors or outdoors?

Do you like working with other people or do you prefer to get on with things on your own?

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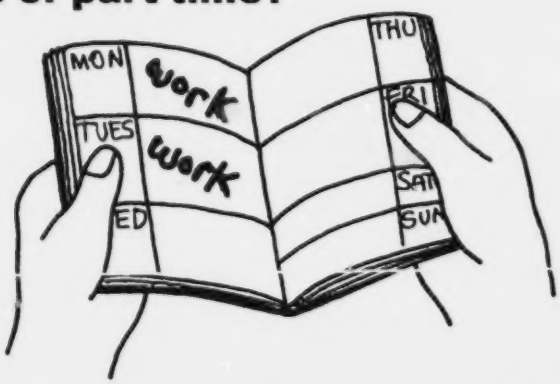
Choosing the right sort of work

Do you think you might want to do the same sort of work as other people in your family do, or would you rather do something quite different?

Would you want to work full time or part time?



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Are you good at getting up early?

Could you work in the evenings or at night?

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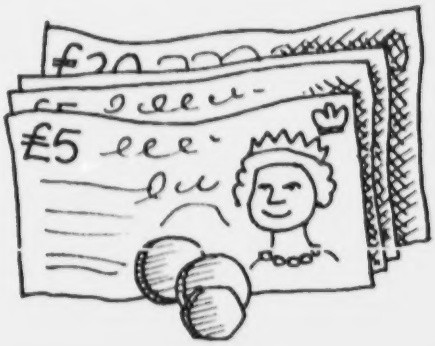
Choosing the right sort of work

Do you mind travelling quite a long way to get to work, or would you rather work close to home?

Is getting paid straight away very important to you, or would you be happy to do some voluntary work to start with so you could see if you liked it?



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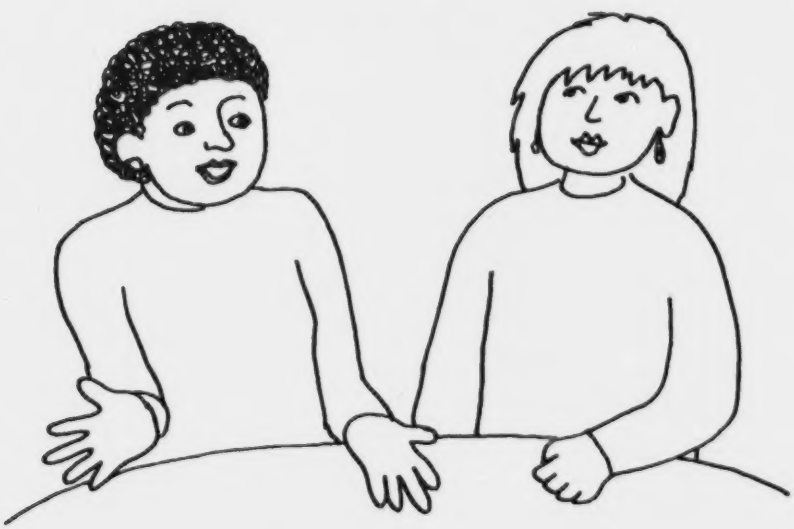
Part 4
Getting support



Getting support

There are various people and organisations that can give you information about what is available in your area to support you into work. Some of these are listed below.

Connexions Service

If you are aged 25 or below and you have a disability or learning difficulty, there should be a Connexions Personal Adviser who you can talk to. Their job is to help you in finding the kind of course or programme which is best for you.

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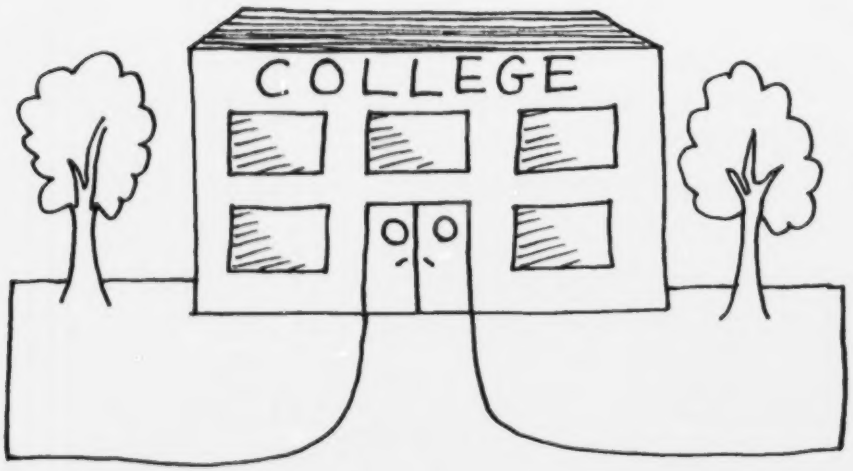
Colleges



You can ask your local college what courses they have to help you get a job. Ask to see the member of staff who is in charge of work for students with learning difficulties. This member of staff might be called the Inclusive Learning Co-ordinator or the Learning Support Co-ordinator. If you live in a big town you might be able to get information from more than one college.

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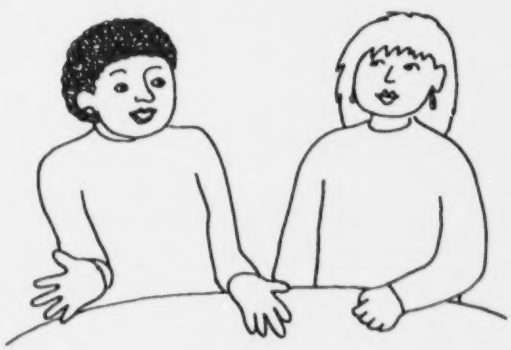
Voluntary organisations

In some areas of the country voluntary organisations run programmes to help people with learning difficulties get work. Sometimes these are part of a local Mencap Society or other voluntary organisation for disabled people. They may have a Pathway Employment Service that supports people with learning difficulties to find work.



To find out if there are any of these in your area talk to your Connexions Personal Adviser, Social Worker or Support Worker or get someone to help you contact the Learning Difficulties Team in the Social Services Department.

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Supported-employment organisations

In some areas of the country there are supported-employment organisations. These might be run by a voluntary organisation or by Social Services. They work in different ways but they can help you to:

- prepare for work

- find a job

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Getting support

- get support while you are working

- sort out benefit problems.

Supported-employment organisations do not exist in all areas of the country. You need to ask your Social Worker, Careers Worker or Support Worker to see if there is one where you live.

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'The worker from Pathway comes to see you at your work experience. She comes to see how you are working and to see how you are doing. She asks asks if you are enjoying it and if there are any problems.'

'They found me work in Virgin music shop. I put covers on CDs, check the prices and stick them on.'

Advocacy groups

Some areas have advocacy and self-advocacy groups for people with learning difficulties. The local People First group may be able to give you some information or help.

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Job Centre

The Job Centre is the place everyone goes to if they want to find out what work is available. Job Centres may have a person called a Disability Employment Adviser (DEA) whose job is to help disabled people or people with learning difficulties find work. Some places have ONE Centres where you can get advice on jobs and benefits at the same place. These are now changing their name to Job Centre Plus.

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Work-based training

Some organisations offer training programmes that help you to get ready for a certain kind of job. You might do some of your training at a centre and the other part actually at work.

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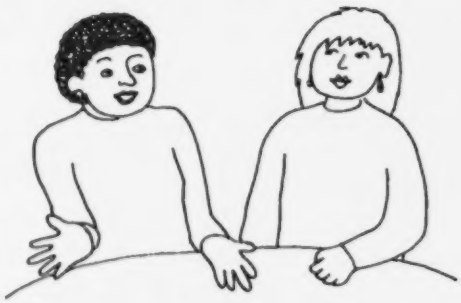
What if I have tried all these and there is nothing suitable in my area?

If there is nothing suitable in your area it is important that you tell people that you have a need that is not being met. People you could tell are:



- a Social Worker
- a teacher
- a Support Worker
- someone from an advocacy group
- a friend.

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Partnership Boards

From October 2001 each Local Authority has had to establish a learning difficulties Partnership Board. A Board is a group of people from different organisations that meet together. The job of this Board is to look at all the services in its area. Each Board will have to write a plan that says how they are going to work in a way that looks at what people with learning difficulties really want. These Boards should include two people with learning difficulties and two carers.

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Getting support

You could find out from Social Services who these people are and ask one of them to tell the Board about what courses you need to help you get a job. You might also ask them if you can go to a Board meeting and tell them about the kind of provision you think is needed.

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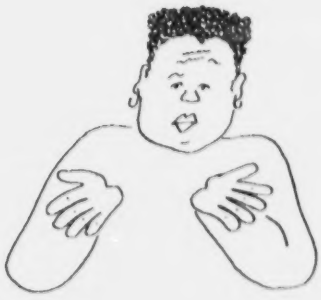
Work and benefits

Many people with learning difficulties are afraid that if they work all their benefits will stop and they will end up getting less money.

'I can't earn too much because the government takes the money off us.'



The rules about work and benefits are very complicated. It is very important to talk through with someone who understands about benefits, exactly how much you would get if you started work.

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Getting support

Working does not always mean that you lose your benefits.

- **Anyone can earn up to £20 a week without it changing their benefits.**
- **Some people can get 'therapeutic earnings' (now being changed to 'permitted work') which means they can, for a period of time, work for 16 hours a week and earn up to £66 without it affecting their Incapacity Benefit or Severe Disablement Allowance (SDA).**

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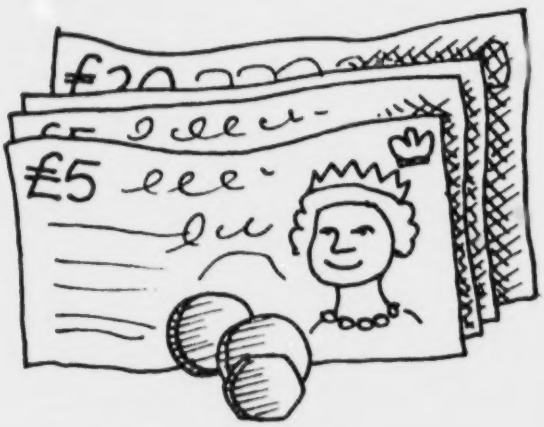
- Under a new rule called 'supported work' some people with learning difficulties will be able to work for 16 hours a week and earn up to £66 a week without this affecting their disability benefits if they are receiving ongoing support while they are at work.



- If people with a disability work for more than 16 hours a week and are on a low income they can apply for Disabled Person's Tax Credit which means they may get more money.

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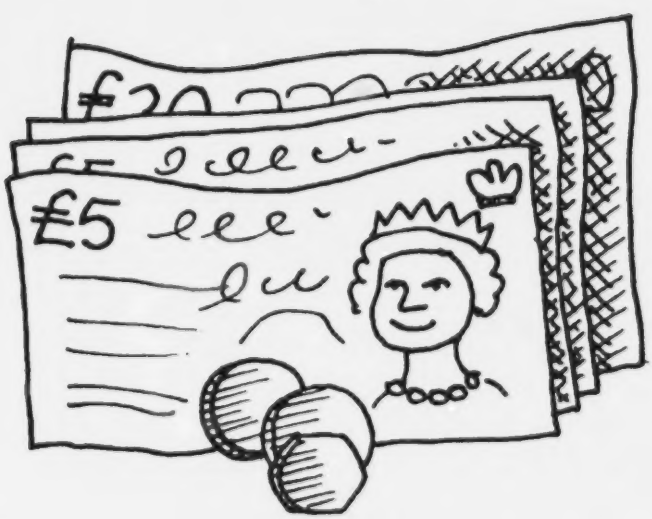
Getting support

The important thing is to get expert advice on how a job might affect your benefits. Then you can decide what is best for you.

'I still get my Disabled Living Allowance and that is not affected by working. I used to get Income Support and Severe Disability Allowance but not any more. I don't get Disabled Person's Tax Credit as I earn too much, but that is OK.'

© NIACE 2002

Part 5
Paid work

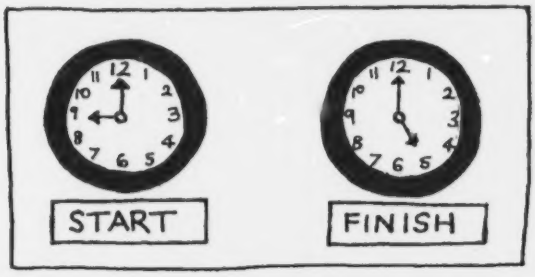


Paid work

If you have been offered a paid job and want to accept it, these are some of the things you need to think about.

What are the hours I will have to work?

Jobs will have a time for starting and finishing the day. You need to be sure that you can get to work on time. Sometimes you can change the times you start and finish but you will have to agree this with the manager.



'Be there in good time whatever you do.'

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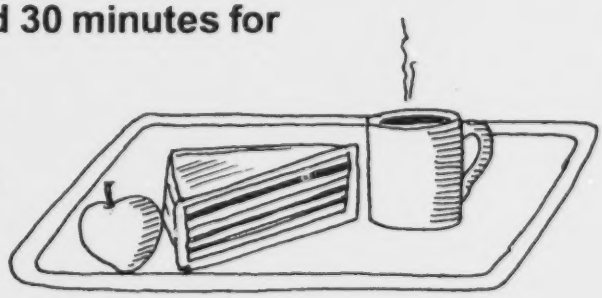
What happens if I'm late?

If there is a good reason, like your bus breaking down, it should be all right. However, you always need to explain why you are late. If you are often late you could lose your job.

What about lunch and tea breaks?

Most jobs will have clear times when you can take breaks, maybe 15 minutes for tea and 30 minutes for lunch. Some jobs will have a canteen. In others you might need to take sandwiches.



© NIACE 2002

What about holidays?

All full-time jobs must give you some days off as paid holiday. Part-time jobs should also give you paid time off for holidays.

You will also be able to have days off on public holidays like Christmas and Easter. You need to check under something called 'Conditions of Service' what holidays your organisation will give you.

© NIACE 2002

What if I am ill?

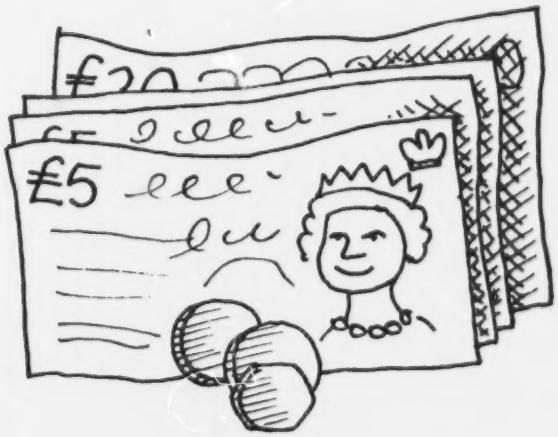
If you are ill you need to telephone your work at the start of the day and tell them you won't be there. If you are ill for more than 8 days you need to go to your doctor to get a doctor's certificate which says why you are ill and can't go to work. You should be paid for some of the days when you are off sick but you need to check with your employer about this.

'I got the sack because I phoned in sick too much.'

© NIACE 2002

How will I get paid?

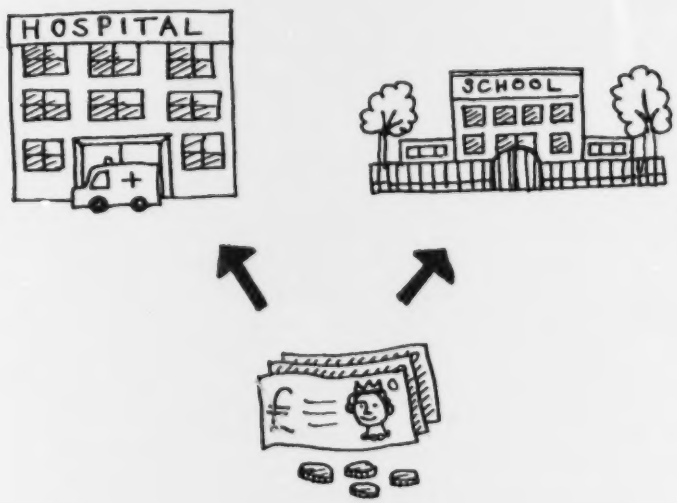
Different jobs have different ways of paying people. Some may give you your money in a wage packet. Others will need to pay your wages into a bank account. Some jobs pay at the end of each week. Others pay at the end of each month.



© NIACE 2002

What about tax?

When you are earning a wage the government can take a part of it as tax and national insurance. This money goes towards government services, like schools, hospitals and your pension. The amount you pay depends on how much you earn. You need to find out how much money you will get after tax.



© NIACE 2002

What is the national minimum wage?

There is a national minimum wage of £4.10 an hour (£3.50 if you are aged between 18 and 21). From October 2002 this will be going up to £4.20 (£3.60 if you are aged between 18 and 21). This means that your employer should pay you at least this amount for every hour of work you do. You certainly should not get paid less than this and your employer may well pay you more. Before you start work it is very important that you find out exactly how much money you would get.

© NIACE 2002

How about pensions?

Some places where people work have a pension scheme. This is where some of your wages are kept back each time you get paid. In some cases your employer will add some money to this. This money is saved and is for you to use when you retire. If you want to know more about this talk to your employer.

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What are Trade Unions?

Many people who work belong to a Trade Union. There are different Unions for different kinds of work. Unions try to make sure workers get good pay and conditions. You have to pay a small amount of money to belong to a Union, but in return the Union may be able to help you if you have problems at work.

You can ask if your work has someone who can tell you about a Trade Union you could join.

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Part 6
Voluntary work

Voluntary work

What is voluntary work?

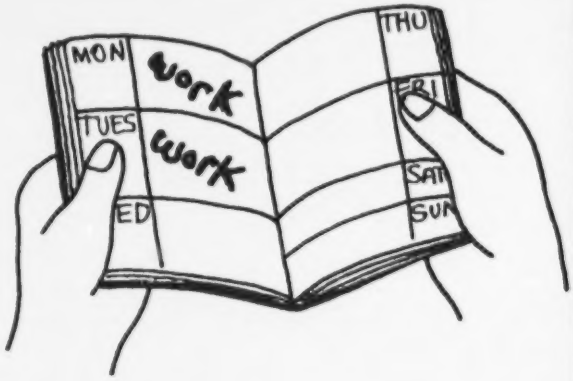
- Voluntary work is work that is not paid – although you can sometimes be paid expenses, which can be money for travel or lunch.

- It is usually part time.

- It can be in many different types of workplaces, for example a shop, an office or a park, with animals.

© NIACE 2002

- Although it is not paid work you need to agree to come in regularly on your set day.



- Voluntary work is as important as paid work. You need to be just as responsible when you have a job that is unpaid. You will still be working in a team.

© NIACE 2002

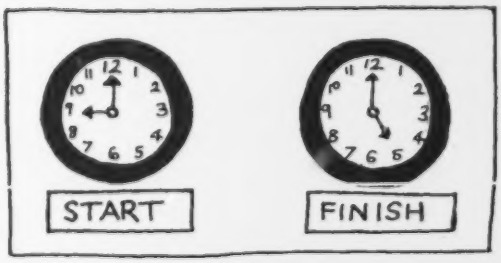
Voluntary work

Why would I do it?

- You might think you are not ready for paid work and want to try things out first.
- You might not want to lose your benefits.
- You might not have found a paid job yet.

Good things about voluntary work

- It can give you a chance to try out work and to see what it is like.
- You can usually chose the times you want to work.



© NIACE 2002

- It should not affect your benefits although if you are on Job Seekers Allowance you will have to fill in a form to say that you are still available for work. It is important to tell the Benefits Agency that you are volunteering.

- You can meet new people.

- You can learn new things.

- It can keep you busy and be interesting.

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Voluntary work

- If you have done voluntary work your boss can write you a reference that means you are more likely to go on and get paid work.

- A voluntary job can sometimes become a paid job.

This is what people said about voluntary work:

'Do voluntary work to get started.'

'I worked there for 2 years as a volunteer and then got a paid job.'

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Things that can be difficult about voluntary work

When you do voluntary work you don't get paid a wage although you might get paid travel fares.

'I've done voluntary work but didn't like it. I would rather get paid.'

'You might be asked to do something that it would be hard to ask a paid worker to do, like washing up everyone's cups.'

'I used to work as a volunteer but having a wage changed my attitude about working there. I made more effort to work with the team when I was paid.'

© NIACE 2002

Voluntary work

How can I find out about places to volunteer?

- Most areas have a Volunteer Bureau. To find out about these you can contact the National Association of Volunteer Bureaux.
- The Council for Voluntary Service (CVS) places volunteers of all ages.
- Millennium Volunteers is for people aged 16–24.
- Some volunteer work is advertised through newspapers.
- Ask friends, family and support workers.

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Part 7
Self-employed work

Self-employed work

Some workers are self-employed or freelance. This means that they don't work for anyone else. They find their own work.

You can make a list of people you know and what you can offer them.

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Self-employed work

- You would have to organise support from other people.
- It can be lonely.
- You have to arrange your own tax and national insurance. This can mean a lot of difficult form filling.
- You have to be good at planning your time to make sure you do your work.

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Good things about being self-employed

- You can chose when you work and what you do.
- You can take days off when you want to.
- You can say no to work you don't want to do or think you cannot do (but you don't get paid of course).

Things that can be difficult about being self-employed

- You might not find work all the time and then you won't get paid.
- You don't get paid if you're sick, take holidays or have a day off.

Part 8
Co-operatives and community businesses

Co-operatives and community businesses

In some places people join together to make a co-operative or community business. Sometimes these are called social firms. Sometimes many of the people are disabled or have learning difficulties. They look for work that they can do – maybe running a cafe or doing gardening jobs. They own the business themselves and get paid a wage for the work they do.

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Good things about co-operatives or community businesses

- The people in the firm can decide what work they do.
- They have the support of other people in the group.
- They can share out the work so that different people can do different parts of the job.

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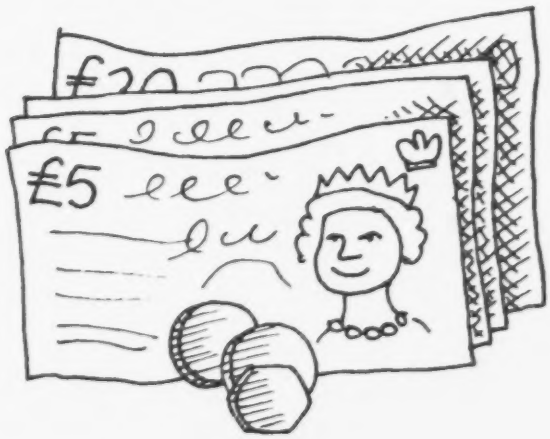
Things that can be difficult about co-operatives or community businesses

- Co-operatives do not exist in all parts of the country. There may not be one near you.
- If co-operatives do not find work there may not be enough money to go on paying wages.



- It is a lot of hard work to set them up and keep them going.

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Part 9
Changing jobs

Changing jobs

You may have a job but decide it isn't right for you.

'I wanted to work somewhere cooler. It was too hot in there and made me dizzy.'

'I liked it at first, then they started giving me heavy lifting things to do.'

You might feel that you have done your job for a while and are now ready to move on to another job.

You might want to go on with your present job but do new things in it.

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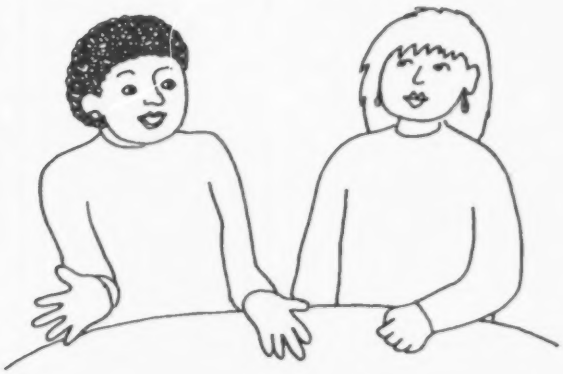
Some of the things to do if you want to change jobs



- Talk to your Support Worker or your boss.
- Make a list of the things you like about your job, what you are good at and the things you would like to change.
- See if you can get a different job within your workplace.

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Changing jobs

- If this isn't possible, or you want to leave that workplace, think of the new jobs you would like to do.

- Get someone to help you write a new CV. This is where you write down all the things you can do and like doing, the courses you have done and the paid or voluntary work you have done.

- Go to a Career's Adviser or a Job Centre to see what other jobs there are.

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Don't give up. Finding or changing jobs can take some time.

'It's very hard. You just have to hang on in there and see what happens.'

'We can do a good job.'

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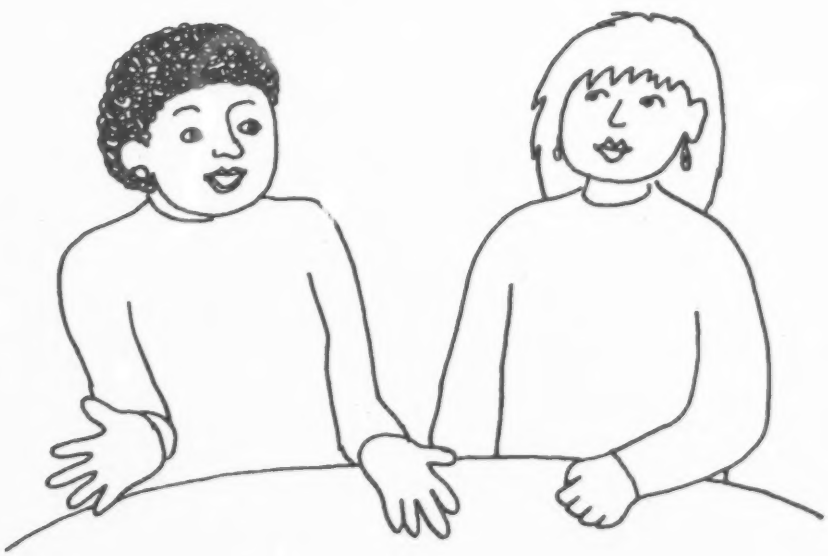
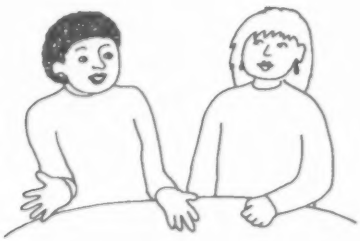
Part 10
Wordbank



Wordbank

Admin worker – A person that does office work.

Advice – Getting help or information about something.



Advocacy – When one person helps another to get their point of view across.

Benefits – Money people get from the government to help them if they are disabled, unemployed, old or have young children.

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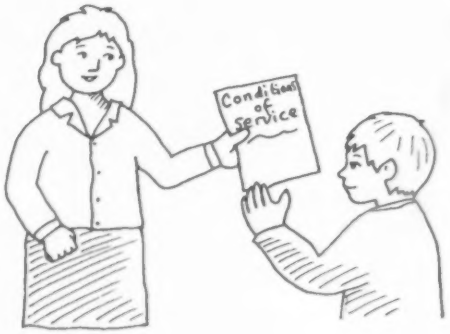
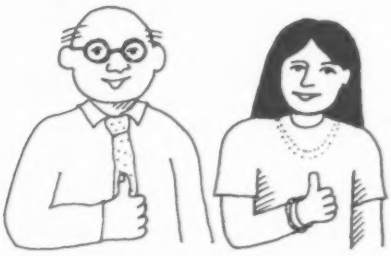
Conditions of Service –
Important information for people who are working. It is about their pay, holidays and sick leave.



Confidence – When you feel clear and sure about what you do or say.



Connexions Service –
A government service that helps young people think about and plan what they want to do when they leave school or college.

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Wordbank

Co-operatives and community businesses – Businesses that are owned and run by the people that work there.

CV – Information you give to people when you are applying for a job, about where you went to school and college, the courses you did, jobs that you have done and what your hobbies are.

Disability Employment Adviser – A person at the Job Centre who helps disabled people who are looking for work.

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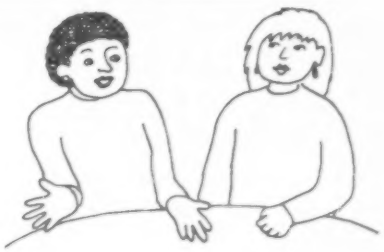
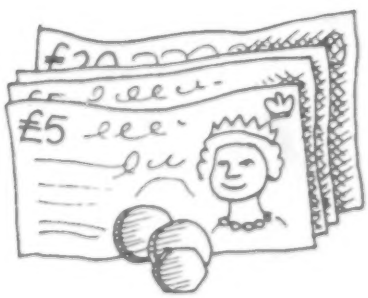
Employment agency – An organisation that helps people find work.



Employer – The person or organisation that you work for.

Expenses – Money for lunch and journeys that you make for work that your employer may pay back to you.



Freelance – see 'Self-employment'.

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Wordbank

Full-time work – When a person works for 5 or 6 full days a week.

Induction – The training you get when you start a new job to help you learn about the job you will be doing and the place you will be working.

Job Centre – A place you can go to have a look at information about jobs and talk to a Disability Employment Advisor. Job Centre Plus is a place where you can get information about jobs and benefits.

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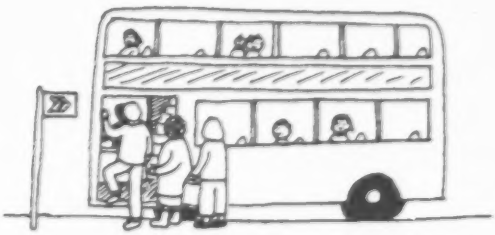
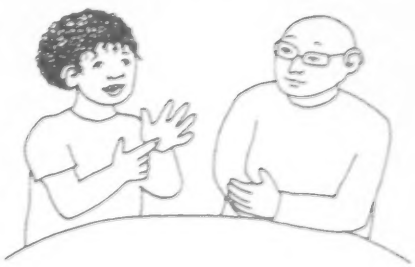
Job interview – A meeting where a person who wants a job has to answer questions about themselves and why they want the job.

Local – When something is not too far from where you live.



NIACE – The National Institute for Adult Continuing Education.

Mock interviews – A pretend interview you do in a role-play so you can practice what it is like to be at a real interview for a job.



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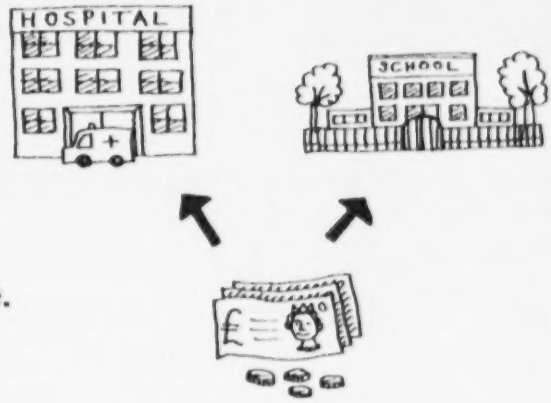
National insurance – Money taken off your wages by the government to pay for things like healthcare and for when you retire.



National minimum wage –
An amount of money that the law says employers should pay for every hour of work that you do. You certainly should not get paid less than this and your employer may well pay you more.

Part-time work – When a person works for part of the week, perhaps one morning each week or two afternoons.

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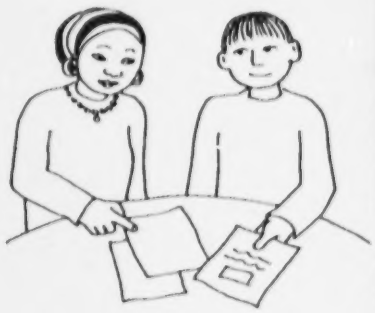
People First – The name of some self-advocacy groups. There are People First groups in a number of different parts of the country.



Pension – Money that is saved from your wages that is for you to use when you retire.

Physical work – Work where you use your body a lot like gardening, working in a kitchen or building.

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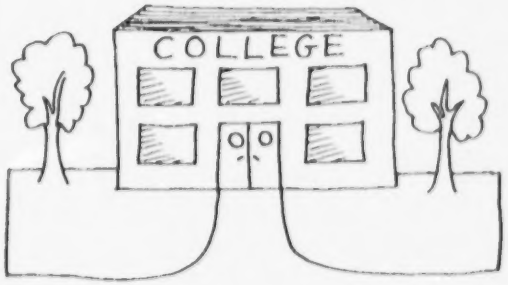
Wordbank

Reference – When you go for a new job or course, the person in charge will ask for your reference. This is a report about how you got on in your old job, course or work experience. The report is written by your boss or tutor.

Residential college – A college where the students live during term time.



Self-advocacy – Speaking up for yourself, letting others know what you have to say about things.

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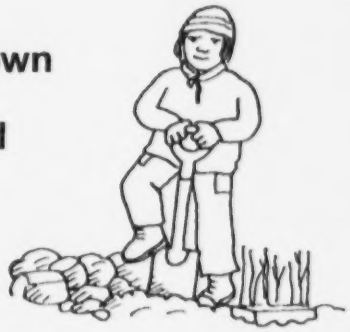
Self-Advocacy Organisation – A group that is run by people with learning difficulties who speak up for themselves.

Self-employment – When you are your own boss and you work for yourself, also called 'freelance' work.



Supported-employment organisations – Organisations that help disabled people find work and give them support at work if they need it.

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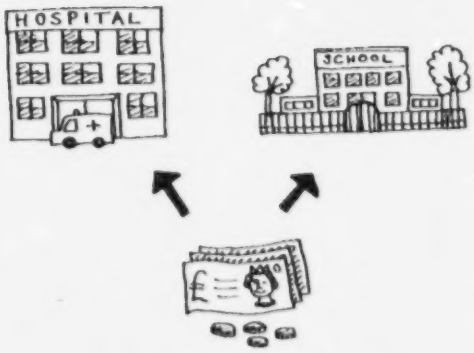
Wordbank

Transition – A move or a change to something different.

Tax – Money that is taken off peoples' pay by the government to pay for things like schools and pensions.



Unions – Organisations that support workers to get fair pay and equal rights at work.

© NIACE 2002

Volunteer Bureau – A place that helps volunteers find work.

Voluntary work – Work that people do to help out and that they do not get paid for.

Work experience – Working at a place for a short time to learn about the job and what it is like to work. This can be part of a course and you will usually not be paid.

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Part 11
Useful books and organisations

Useful books

Getting and Keeping a Job

How the job centre can help you if you have a learning disability

Published by the Employment Service (Ref: DS20).

Also available on audiotape (Ref: DS20AT).

Employment Disability Service

Communications Team,

JDS2, Level 3,

Rockingham House

123 West Street,

Sheffield S1 4ER

Living our Lives

Life stories of ten people with learning difficulties that offer a resource for learners and tutors. Also on audio CD supplied with the books.

(DfES, 2001)

Prolog reference: LOL

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Making It Work

For people with a learning disability

A guide to help you find and keep a job.

For Employers

A guide to employing people with a learning disability.

For parents and carers

What you should know if the person you care for is considering employment.

(Mencap, 2002)

Our Right to Learn

A pack for people with learning difficulties and staff who work with them, based on the Charter for Learning.

Yola Jacobsen

(NIACE, 2000)

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Useful books and organisations

The Self Advocacy Action Pack

A pack written for adults with learning difficulties on speaking up and self-advocacy. Also on audio CD supplied with the pack.

(DfES, 2001) Prolog reference: SAAP

Training for Change

A training pack to support adults with learning disabilities to become trainers.

CHANGE and NIACE

(NIACE, 1998)

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Useful Organisations

Disability Rights Commission
7th Floor
222 Grays Inn Road
London WC1X 8HL
Tel: 020 7211 3000
Fax: 020 7211 4141
Minicom: 020 7211 4037
Helpline: 0845 762 2633

Learning and Skills Development Agency
Regent Arcade House
19–25 Argyll Street
London W1F 1LS
Tel: 020 7297 9000
www.lsda.org.uk

Mencap National Centre
123 Golden Lane
London EC1Y ORT
Tel: 020 7454 0454
www.mencap.org.uk

National Institute for Adult Continuing Education
21 De Montfort Street
Leicester LE1 7GE
Tel: 0116 204 4200
www.niace.org.uk

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Useful books and resources

People First

3rd Floor

299 Kentish Town Road

London NW5 2TJ

Tel: 020 7485 6660

Fax: 020 7485 6664

Email: general@peoplefirst.k-reb.com

VIA

Values In Action

Oxford House

Derbyshire Street

London E2 6HG

Tel: 020 7729 5436

Fax: 020 7729 7797

www.viauk.org

Skill

The National Bureau for Students with Disabilities

Chapter House

18–20 Crucifix Lane

London SE1 2JW

Tel: 020 7450 0620

Information line: 0800 328 5050

www.skill.org.uk

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Making the Jump

'We can do a good job'

A pack for adults with learning difficulties who want to work

Yola Jacobsen

How can people with learning difficulties 'make the jump' from courses and training about work to actually getting a job?

This pack looks at how people move on from courses and training to finding jobs. In the pack there are ideas and comments from people with learning difficulties who have made the jump and are working. They talk about college, work experience, interviews and getting jobs. They also talk about the things that helped them to move onto work, things that could help other people do the same.

At the end of each section there are questions to help think about the different issues. The pack is written in clear language with pictures. There is also a CD version of the pack that you can listen to. This is included in the pack.

There is also a pack for staff *Making the Jump – Transition to Work* about how staff can support people with learning difficulties to 'make the jump'.

Related titles of interest

Our right to learn, edited by Yola Jacobsen, ISBN 1 86201 085 4
Training for change, Jeannie Sutcliffe, ISBN 1 86201 052 8

Available from NIACE

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(Specific Document)

I. DOCUMENT IDENTIFICATION:

Title: MAKING THE JUMP – 'WE CAN DO A GOOD JOB'. A PACK FOR ADULTS WITH LEARNING DIFFICULTIES WHO WANT TO WORK	
Author(s): YOLA JACOBSEN	
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